

SPONSORSHIP



WEEF - GEDC
2018
New Mexico.USA

PEACE ENGINEERING

November 12-16, 2018

www.weef-gedc2018.org | [#weef-gedc2018](https://twitter.com/weef-gedc2018)

What is Peace Engineering?

Simply put, **Peace Engineering** is the application of science and engineering principles to promote and support peace. It's the system-level thinking that engineers do that is required to solve global, challenging, and audacious problems, like peace. Visit our web page at weef-gedc2018.org to see what other people have to say about Peace Engineering.

PEACE ENGINEERING

We all dream of a world at peace; a world where prosperity, sustainability, social equity, entrepreneurship, transparency, and a culture of quality thrive. Engineers have the power to play a vital role in delivering creative solutions that can radically transform and improve lives. As we educate future engineers, we must ensure that they embrace their roles as engineers of peace and provide them with the skills and resources to successfully navigate the socio-political impacts of their projects, engage in transdisciplinary developments, and frankly, imagine, design, and create a better world for us all.

On November 12th through 16th, 2018, Albuquerque, New Mexico will be the host city of the **VIII World Engineering Education Forum (WEEF)**, the **X Global Engineering Deans Council (GEDC)**, the **XV Global Student Forum (GSF)**, and the first ever **Global Career Fair (GCF)**. This is the largest engineering education gathering in the world, combining a number of international conferences in order to bring a large number of stakeholders (e.g. engineering educators, leaders, students, industry, governmental organizations, non-governmental organizations, etc) together to learn, share, and build fruitful and long-term collaborations.

The University of New Mexico School of Engineering, in conjunction with the Ibero-American Science and Education Consortium (ISTEC), and the Global Innovation Network for Entrepreneurship and Technology (GINET), will host the combined

WEEF-GEDC-2018 event. This prestigious event, held for the first time in the United States, features a **Global Entrepreneurship Challenge** and the annual **ISTEC General Assembly**.

Why your Company Should Sponsor

We think BIG. Just like you do. Your company believes they can be an integral part of the solution to the growing number of humanitarian, environmental and economic issues and concerns our world faces. Your company understands that by sponsoring **WEEF-GEDC 2018** you will be fostering a global movement, ensuring that social responsibility becomes second nature in our next generation of leaders.

Sponsor today and:

- *Build long-term relationships and establish global ecosystem partners with industry, academia, R&D centers, NGOs and multilateral organizations.*
- *Make global impact as an industry leader by being a key contributor in the quest for world peace, as we shape the minds and future of engineering.*
- *Showcase the commitment of your business to the integration and implementation of the very principles that drive innovation – human, environment and economic advancement.*
- *Inspire and challenge your employees to think like peace engineers.*

Abundant Opportunities Designed to Deliver the Best ROI

There are many opportunities for your company to become a conference partner for the **WEEF-GEDC 2018**. We offer Platinum, Gold, Silver, and Bronze levels of sponsorship, as well as two conference **VIP** levels: the **Dove** and the **Olive Branch**. Additionally, there are more than 20 opportunities to exclusively brand specific activities and conference enhancements! Even with all this, if you don't see quite what you're looking for in a sponsorship package, our sponsorship team is happy to create a custom package to suit your needs!

Audience

WEEF-GEDC 2018 will attract between 1,000 and 1,500 people of many disciplines and backgrounds that regularly incorporate, support, and/or utilize engineers and engineering in their repertoire. The range of patrons includes US and foreign companies, national labs, venture funds, multilateral organizations, foundations, non-governmental organizations, university presidents and engineering deans and faculty from around the world. In addition, we are also inviting over 500 qualified top performing undergraduate and graduate students to participate in the **Global Career Fair**.

Content

WEEF-GEDC 2018 will address the future of engineering, and provide a platform for University presidents, company chief executive officers, authorities from multilateral organizations, research and development centers, non-governmental organizations, and funding agencies to share education trends, research and best practices and discuss pressing issues and varied approaches. The goal is to seek global collaborations.

Special Tracks*

- Global Challenges
- Smart cities, food security, climate change, water, energy, health and diversity, refugees and people reintegrated into society, wealth creation and management
- Global engineering innovations and ventures
- Soft landings into, and the creation of, technology parks
- Social and business innovation and ventures
- Creation of natural ecosystems for innovation and entrepreneurship
- Transdisciplinary academic programs to foster innovation, ventures, internationalization and impact
- International systems to measure the impact of innovations and ventures
- Culture of quality: teaching, accreditation, research, innovation
- Disruptive and complex thinking
- Global Entrepreneurship Challenge
- Global Career Fair

Highlights *

- Plenary sessions by international experts
- Special interactive sessions on important topics
- Structured networking sessions and social events
- Global Entrepreneurship Challenge
 - o Bootcamp
 - o Elevator Pitch Training and Contest
- Parallel paper presentations
- Workshops and round-tables by expert practitioners and industries
- White paper put forth from discussions and forums based on research and expert opinions at end of conference

All paper submissions will undergo a double-blind peer review process. All accepted papers presented during WEEF-GEDC-2018 will be published in the WEEF-GEDC-2018 Proceedings and sent for indexing in SCOPUS. Papers will also be selected for publication in indexed journals.

**subject to change*

DOVE

\$100,000 USD

As the Dove sponsor, in addition to all the benefits afforded to a platinum sponsor, you will be the featured sponsor at the opening reception for WEEF-GEDC 2018. Your logo will be front and center, and inside and outside of the event room, on tables and on the walls with a projected logo (gobo) that stays up the entire event. Your designated VIP will welcome the attendees from the main stage and have the opportunity to show a video (up to 3 minutes) to highlight your company. The bar will feature a signature cocktail named after your organization. You will receive an additional 20 reception tickets and a VIP seating area.

Dove sponsors receive VIP treatment at all conference events including access to a VIP check in line at registration and a reserved table at the dinner banquet. At the dinner, not only will you be recognized at the event, you can also choose to have your special guests introduced by name from the lectern. Dove sponsors will also receive a 3 minute timeslot for remarks at the event. Dove sponsors will also receive two 30 minute timeslots for remarks during the WEEF-GEDC and GCF events. Highest priority for interviewing students, face to face and online.

OLIVE BRANCH

\$75,000 USD

As the Olive Branch sponsor, in addition to all the benefits afforded to a platinum sponsor, Olive Branch sponsors will also receive two 15 minute timeslots for remarks during the WEEF-GEDC and GCF events. Second highest priority for interviewing students.

WEEF-GEDC'18 Conference Offer	Platinum \$50,000 USD Max: 2	Gold \$35,000 USD Max: 6	Silver \$20,000 USD	Bronze \$10,000 USD	Zia \$5,000 USD
Industry Exclusivity	✓				
EVENT ACCESS					
Conference Passes	10	6	4	3	2
Exclusive Online Registration discount code for full and basic conference passes	25%	20%	15%	10%	
WEEF-GEDC 2108 Reception Tickets	10	6	4	2	
Unlimited Access to Emerge18 Emergent Tech and VR Showcase	✓	✓	✓	✓	
PROGRAMMING					
Exhibit Booth	10x20 Premium Placement	10x20	10x10	10x10	10x10
Plenary Talk or Panel	45 min	30 min	15 min	10 min Panel	
Workshop/Product Presentation(s)	90 min	60 min	30 min		
Global Career Fair	10x20 Interview Area	10x20	10x10 booth		
BRANDING OPPORTUNITIES					
Official recognition from lectern at conference opening	✓	✓	✓	✓	
Logo on conference website homepage with hyperlink	✓	✓			
Logo on Entrance to Exhibit Hall	Large	Large	Small	Small	
Logo on Opening Powerpoint	Single Slide	Two per Slide	Shared Slide	Shared Slide	Shared Slide
Ad on App	Banner Ad	Banner Ad	Subpage Ad	-	
Logo and Description on Conference Website	250 Words	175 Words	100 Words	100 Words	100 Words
Opportunity to Place Item in Conference Bag (flyer, coupon, giveaway, etc)	2 Items	2 Items	1 Item	1 Item	
Featured in E-Newsletter	2 Features /200 words	1 Feature /100 words			

Branding Boosts

Although your sponsor package comes with a number of branding assets, you might want to enhance your package by adding one or more of the following specialty branding opportunities, only available to conference sponsors. Please inquire for pricing.

Hotel room keys

Elevator door wraps (convention center)

Escalator handrail or side wraps

Floor decals

Building branding (ask for available opportunities)

Activity/Enhancement Sponsorships

These opportunities are affiliated with a specific activity or component of the conference.

Opportunity Descriptions in Alphabetical Order

Attendee Lounge (1)

Breakout Session Sponsor (TBD)

Break Sponsor (4)

Community Give-Back Project (1)

Conference App (1)

Conference Bag (2)

Hydration Sponsor (1)

Lanyard Sponsor (1)

Lunch Sponsor (3)

Networking Lounge (1)

Student Volunteer Program (3)

Wi-Fi (1)

Have something else in mind? Our sponsorship team will be happy to create a custom package based on your needs.

Exhibit Booth

Exhibit booths will be in the public area in the atrium of the three levels we will be using in the convention center.

	For Profit	501(c) 3 Non-Profit
10'x20' booth	\$4500	\$4050
10'x10' booth	\$2500	\$2250
8' tabletop display	\$1500	\$1350

Innovation Plaza

An open space concept in an exhibit hall sold in 10x10 squares, minimum purchase 200 square feet, which can be used for unique displays, demonstrations, etc.

	For Profit	501(c) 3 Non-Profit
For each 10'x10' booth	\$1100	\$990
Over 800 sq ft	\$ 800	\$720

GLOBAL CAREER FAIR

Sponsoring organizations will have access to the *"cream of the crop"* of engineering students from around the globe. Over 500 preselected candidates will be invited to engage with sponsors for interviews and information sessions. Educated and experienced talent ranging from undergraduate, to graduate, to Ph.D. will all be in attendance. The venue will accommodate communications both in person. These environmental technologies are optimized for mutual evaluation and information exchange. Experience the next generation of human resource tools while also finding the ideal resources for your company by having global access in your own *"one-stop-shop"* for some of the greatest new talent the world has to offer. Don't miss your opportunity to engage *global diversity* in a way that only a *global conference* can offer.

	Company	Educational
Early bird	\$650	\$500
Regular	\$750	\$500
Late	\$850	\$600

Interview area: access to pipe-and-drape 'room' for interviews (\$200)

Private room: Use of room for full day to conduct private interviews (\$750)

Additional Sponsor/Exhibitor Opportunities:

* Booth Worker Comfort Package: includes a boxed lunch and parking pass (\$37/day)

Sponsor BOTH the Conference AND Global Career Fair and receive a 5% discount!!!



Why New Mexico?

New Mexico has a long tradition in **STEM** (Science, Technology, Engineering, and Math) education. The state is the birthplace of modern physics, the microcomputer, modern software, mathematical software (MATLAB), and many high impact ventures. We are the home of the National Museum of Nuclear Science and History and several of the top research national laboratories, including Sandia National Laboratories, Los Alamos National Laboratory, and the Air Force Research Laboratory. In New Mexico you will find White Sands Missile Range, the Very Large Array and the world's first purpose-built commercial spaceport: Spaceport America. The Spaceport currently serves Virgin Galactic, SpaceX, Up Aerospace, and Google's Project SkyBender.

About the Host City: Albuquerque

New Mexico's largest city sits in the high desert nestled between the Rio Grande River and the Sandia Mountains. Its modern Downtown core contrasts with Old Town Albuquerque, dating to the city's 1706 founding as a Spanish colony. With a city population of 559,277, it ranks as the 32nd largest city in the United States; its metropolitan population is closer to one million people.

Albuquerque is home to some of the United States leading high-tech research facilities including Sandia National Laboratory, Intel and the University of New Mexico. The city is celebrating a vibrant evolution in economic development and is cultivating a thriving entrepreneurial ecosystem. Albuquerque, Santa Fe (the oldest capital city in the United States) and New Mexico as a whole are the crossroads of the Hispano history flowing South to North and the Anglo history flowing East to West. New Mexico is the only English-Spanish bilingual state in the USA.

We look forward to seeing you in November 2018!

Bienvenidos (welcome) to Albuquerque!

Hosting Organizations



Board of European Students of Technology | BEST

BEST is a nonprofit organization that strives to help European students of technology to become more internationally minded by reaching a better understanding of European cultures and developing capacities to work on an international basis. BEST creates opportunities for students to meet and learn from one another through academic and non-academics events and educational symposia. There are 95 local BEST groups in 33 countries.

Global Engineering Deans Council | GEDC

Established in 2008, the mission of the GEDC is to serve as a global network of engineering deans and to leverage the collective strengths of the deans for the advancement of engineering education, research and service to the global community. The four main arms of GEDC strategic plans are: institutional leadership, curriculum leadership, policy leadership and accreditation leadership.

Global Innovation Network for Entrepreneurship & Technology | GINET

GINET is focused on accelerating the rate of bringing innovative ideas, services, applications, prototypes, and products to the marketplace through strategic alliances with key investors, industry and government agencies and by creating a global network of programs through collaboration among academia, industry, research & development centers, governments, investors and mentors, multilateral organizations, and individual visionaries and entrepreneurs.

Ibero-American Science & Technology Education Consortium | ISTE

ISTEC brings 27 years of experience working in STEAM education, R&D and entrepreneurship initially in Ibero-America and then worldwide. ISTE is the outcome of an Engineering Education research project at the University of New Mexico funded by Motorola Inc. in 1990 that was a spinoff which became a very successful non-profit consortium. The goal of ISTE is to become a leading force in fostering socio-economic and educational change in Ibero-America and globally, by creating prosperity and improving the quality of life.

International Federation of Engineering Education Societies | IFEES

An international, non-profit, non-governmental organization, IFEES enhances the effectiveness of member organizations and contributes to the improvement of engineering education around the world. IFEES brings together a global collection of education, industrial, and other organizations interested in engineering education who are committed to positively impacting global development and socio-economic growth.

Student Consortium for Advancement and Learning in Engineering Education | SCALE

SCALE is a student initiative working in collaboration with the Indo US Collaboration for Engineering Education (IUCCE). It is a platform of the students, by the students, for the students. The vision of IUCCE is to improve the quality and global relevance of engineering education and research in India with related benefits to engineering educators around the world

Student Platform for Engineering Education Development | SPEED

An interdisciplinary network of engineering students, who aspire to provide opinion and create an impact on future development of engineering education and its effect on society.

University of New Mexico | UNM

The University of New Mexico (UNM) is a public research university located on nearly 800 acres in the heart of Albuquerque. Founded in 1889 as New Mexico's flagship institution, UNM offers more than 350 active degree and certificate programs and awarded 6,159 degrees and certificates in 2014-2015. UNM is the only Hispanic-Serving Institution in the U.S. that is also classified a Carnegie Research University with Very High Activity, with three Nobel laureates affiliated or associated. The University ranks in the top 10 of the United States for its Rural Medicine residency program (2nd), Family Medicine residency program (10th), Clinical Law program (10th) and graduate program in photography (5th). Recently, Hispanic Business Magazine ranked UNM School of Law (7th); UNM Anderson School of Management (4th); UNM School of Medicine (7th); and the UNM School of Engineering (6th) for serving Hispanic students. Over the past 10 years, the School of Engineering has issued 220 patents and launched 44 startup companies. UNM research injects millions of dollars into New Mexico's economy, funds new advancements in healthcare, and augments teaching - giving students valuable hands-on training in state-of-the-art laboratories. Among the University's outstanding research units are the Center for Advanced Research Computing, Center for High Technology Materials, Design Planning Assistance Center, Mind Research Network, the New Mexico Engineering Research Institute, and cancer center.

Sponsor & Exhibitor Terms and Conditions

These are the terms for participation in the 2018 WEEF-GEDC (herein as the "Conference") to be held November 11 - 15, 2018 at the Albuquerque Convention Center. By registering for the Conference you are agreeing to these terms. If you are registering on behalf of another party, it is your responsibility to ensure that such party is aware of and accepts these terms and conditions.

Official Contact Person: The person named on the online registration form is considered the official contact of the participating organization. All correspondence regarding sponsoring and/or exhibiting at the Conference will be sent to the attention of this individual. The official contact person is responsible for forwarding event details to any individuals within their organization that need to be informed about the event and related logistics.

Acceptance: Sponsorships will be awarded on a first-come, first-served basis. The Conference has the right to limit the number of total sponsors and/or to select or reject sponsors at its sole discretion. Acceptance of a sponsorship request is based upon full completion of the online registration portal.

Payment: Payments may be made in US dollars via credit card, wire transfer or a US check payable to Kesselman-Jones, Inc. No sponsor or exhibitor package will be permanently secure until payment is received. An Invoice is available immediately through the online system. The full payment is due within 30 days of invoicing. If payment is not received when due, the Conference reserves the right to reassign the opportunity.

Cancellation: If a sponsor cancels their Sponsorship Package at any time for any reason, the sponsor will be responsible for the entire Sponsorship Package fee. However, should the sponsor secure a replacement company for their Sponsorship Package, the Conference will issue a 90% refund to the original form of payment after the replacement company has registered and paid for the Sponsorship Package. Please contact the Conference at WEEFGEDC2018@kessjones.com to make these arrangements. The Conference is not obligated in any way to provide assistance with securing replacements for sponsors wishing to cancel their Sponsorship Package. Refunds will be sent four to six weeks after the Event has concluded.

Sponsor/Exhibit Staff: Admission to the event is available only to registered attendees and sponsor/exhibit staff of at least 18 years of age. Sponsor representative(s) shall be restricted to employees of the sponsoring companies who are actually working at the Sponsor's table. Sponsor representatives shall wear badge identification furnished by the Conference. Meals are only available to individuals who have registered as event attendees. Staff meals may be available for purchase.

Social Activities: Sponsor/exhibitor agrees not to sponsor hospitality suites/rooms or other functions during official Conference activities including exhibit hours, social functions, educational seminars and any other related activity scheduled unless given permission by the Conference organizers.

Signage and Materials: The Conference will be responsible for the design and placement of all signage at the event. Other than their exhibit space, sponsor will not place any signage or other materials inside or outside the sponsored event, including all conference space or public grounds adjacent to the Conference site, without the prior written consent of the Conference.

Good Faith Effort: All sponsor and vendor benefits will be provided on the basis of a good faith effort on the part of both the Conference and the sponsor/vendor/exhibitor. The failure of Sponsor to comply with the Conference deadlines and guidelines may, in the Conference's sole discretion, result in the revocation of some or all Sponsor benefits without recourse.

Sub-Leasing or Sponsorship Sharing: No sponsor shall reassign, sublet or share the whole or any part of the sponsorship parameter allotted to the contracted firm without written permission from the Conference prior to the recognition opportunities taking action.

Photography: The Conference reserves the right to photograph and videotape all Conference participants including sponsors and exhibitor, and to use such photographs and videos in any internal and external communication referring to the event, including, but not limited to, its websites and mobile application and social media pages. Upon registering on the online portal, your organization and its employees, board members, agents or subcontractors consent to such uses. The event is held in a public space, therefore we do not prohibit participants, exhibitors, sponsors, news organizations and other companies from photographing or video or audio-taping some event activities. Delegates who do not wish to be filmed or recorded should contact the event organizers.

Intellectual Property Rights: Both parties acknowledge that: (i) all rights in your logo(s) and/or trade mark(s) (Your Marks), including any goodwill associated with them, shall be and remain your property; (ii) all rights in the trade marks to be used for promotion, advertising and marketing of the Event (Event Marks), including any goodwill associated with them, shall be the property of the Conference and any third party partner associated with the Event (Partner) and you shall not acquire any rights in the Event Marks; (iii) all intellectual property rights in any materials produced for the Event, excluding Your Marks, shall remain the property of, or be assigned to, the Conference or a Partner. You agree to use the Event Marks and any other branding materials provided by the Conference in accordance with guidelines setting out technical requirements for the reproduction of the Event Marks provided by us to you. You are not permitted to make any audio or visual recording of any part of the Event without our prior written consent.

Indemnification: The sponsor/exhibitor agrees to indemnify and hold harmless the Conference organizers, its officers, directors, employees and members from any and all liability to any person or persons for or by reason of any condition, defect or operation of any apparatus, equipment or fixtures furnished by the sponsor/exhibitor in connection with his/her exhibit. Sponsor/exhibitor further agrees to hold harmless the Conference organizers, its officers, directors, employees and members from any and all liability to any person or persons for or by reason of any act or omission of said exhibitor, or any of his/her agents, servants or employees. This indemnity includes, but is not limited to, claims of injury, death or property damage, or of copyright, trademark or patent infringement, and unfair competition or product liability. The sponsor/exhibitor on signing the contract expressly releases the Conference organizers, and its individuals from any and all claims for such loss, damage or injury. Sponsor/exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless Conference organizers, its officers, directors, employees and members against all claims, losses and damages to persons or property, governmental charges, taxes and/or fines and attorney's fees arising out of or caused by sponsor/exhibitor's installation, removal, maintenance, occupancy or use of the designated exhibition premises or part thereof, excluding only such liability caused by the sole negligence of the conference venue, its employees and agents. In addition, sponsor/exhibitor acknowledges that Conference organizers and the conference venue do not maintain insurance covering such losses by sponsor/exhibitor.

Insurance requirements: The sponsor and/or exhibitor shall, at its sole cost and expense procure and maintain through the term of each contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises rented by the Conference. Such insurance shall include contractual and liability coverage, with combined single limits of liability of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. Such insurance shall name Kesselman-Jones as an additional insured and sponsor/exhibitor shall upon request provide the Conference. With a certificate so indicating. Workers compensation and any other insurance or required licenses shall be in full compliance with all federal and state laws, covering all sponsor/exhibitor company's employees engaged in the performance of any work for the exhibitor including employee liability coverage, in a minimum amount of not less than \$500,000 of individual and/or aggregate coverage.

Cancellation or Postponement of Event and or Initiative Outlined in Sponsorship Package:

In the event that cause or causes not reasonably within the control of the Conference make it impossible or impractical to hold the conference at the scheduled time it is the sole discretion of the Conference to cancel or change dates of the event. The Conference shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of the Conference. If the event is re-assigned to the rescheduled date The Conference may retain the sponsor/exhibitor fee and apply those funds towards the rescheduled event and transfer any outstanding monies owed to the rescheduled event. If the event is canceled, they may retain such part of the sponsor fee as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. The Conference is not responsible for any airfare, hotel or other costs incurred by sponsor/exhibitor and registrants. In no event shall the Conference be liable for indirect or consequential damages. For purposes hereof, the phrase "cause or causes not reasonably within the control of the Conference shall include, but shall not be limited to, fire; casualty; flood; epidemic; earthquake; explosion or accident; blockade embargo; inclement weather; government restraints; restraints or orders of civil defense or military authorities; acts of public enemy; riot or civil disturbance; strike; lockout, boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment; local, state or federal laws, ordinances, rules orders, decrees, or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or Act of God.

Amendments: Any matters not specifically covered in these terms and conditions shall be subject solely to the discretion of the Conference. The Conference shall have full power in the matter of interpretation, amendment and enforcement of all said rules and regulations. The Conference reserves the right to make changes, amendments and additions to these terms and conditions at any time, and all changes, amendments and additions so made shall be binding on the sponsor/exhibitor with the provision that all sponsor/exhibitors will be advised of any such changes.

Exhibitor Specific Terms and Conditions

Attendance at Event: A defined number of booth representatives are included in the exhibit hall package. Additional representatives may be authorized if requested. Booth representatives are expected to monitor the booth and are not registered conference attendees, therefore may not attend sessions or meals. Meal tickets may be available for purchase.

Booth Assignments: Space assignments will be made in this order: level of sponsorship support, serving previously as an exhibitor and, date of receipt of registration & payment by Kesselman-Jones, Inc. It is your responsible to notify the conference office, in advance, of any potential conflicts that may arise due to proximity of a competitor.

Floor plan: The floor plan for this exhibit will be maintained as originally presented whenever possible. However, the Conference reserves the unqualified right to modify said plan to the extent necessary for the best interests of the attendees, venues and sponsors.

Drayage and Other Services: Convention Services of the Southwest (CSS) is our official drayage company/show contractor. CSS will provide storage for incoming freight, delivery to the booth, and removal, storage and return of empty crates and removal and shipment of outbound freight. All charges are based on inbound weights. CSS will email the official contact with a list of services, pricing and order forms. The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out dismantle time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Association or the official Show Decorator.

Electrical: For liability reasons and to insure the highest level of safety, all electrical connections and/or power requirements performed must be contracted through the Show Decorator and at an additional charge.

Security/Liability: The exhibitor assumes complete responsibility for losses, damages and claims arising out of damage of the Exhibitor's displays, equipment and other property brought upon the premises. Exhibitors are responsible for safekeeping of their personal property at all times and should not leave laptops or cell phone unattended. Neither the Conference organizers, its service contractors, the management of the exhibit hall nor any of the officers, employees or directors nor any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism, or other causes.

Restrictions: No part of an exhibit and no signs or other materials may be pasted, nailed, or otherwise affixed to walls, doors or other surfaces in a way that mars or defaces the premises or equipment and furnishings. Damage from failure to observe this notice is payable by the sponsor. All decorative material must be flame proofed. Every effort will be made to maintain a business-like atmosphere. Extremely loud noises, such as bells, sirens, buzzers, etc., are not permitted. Use of audio-visual equipment must be played in a moderate volume.

Booth Space: All signage, display materials, and furnishings must be contained within the space allotted to you. All booth displays and associated marketing collateral must not exceed a height of 8'. Nothing may block aisles, fire exits or extinguishers. Helium balloons are prohibited.

10 x 10 exhibit booths will be set with:

- 8' high blue or black-colored back drape
- 3' high blue or black-colored side drape
- One-line exhibitor ID sign
- One 6' draped table and 2 chairs (on request)

Table top displays will be set with:

- One 6' draped table
- Two chairs
- 8" x 11" exhibitor ID sign

Outside Food and Beverage Policy: The venue requires that ALL food and beverage distributed by exhibitors or sponsors to be purchased from the venue directly. There are no exceptions. If you would like to purchase food or beverage please contact Bernie Herrera, Bherrera@albuquerquecc.com at the Albuquerque Convention Center

Installation And Removal Of Displays: Conference will notify vendor in writing about final schedule no later than May 1, 2018. No Exhibitor will be allowed to dismantle or repack any part of their exhibit until after the closing of the exhibit area.

Cancellation and Withdrawal: If an exhibitor who has purchased a space outside of a sponsor package wishes to cancel, a request must be submitted in writing by September 1, 2018. No Refunds will be approved after September 1, 2018. An administrative fee of \$100 will be charged for all approved refunds. All refund requests will be processed after the conference. Refunds will not be made for no-shows.